



# TOWNSHIP OF SOUTH BRUNSWICK

Municipal Building • P.O. Box 190 • Monmouth Junction, NJ 08852-0190

Phone  
732-329-4000  
Ext. 7217  
Fax  
732-274-2084

## CERTIFICATE OF COMPLIANCE APPLICATION (CHAPTER 22-345)

Complex name \_\_\_\_\_ Certificate No. \_\_\_\_\_  
(If applicable)

Check One: ( ) Initial Inspection \$80.00 ( ) Re-Inspection \$45.00(if failed)  
( ) Affordable Housing No Fee

Street Name of Rental Unit: \_\_\_\_\_ Apt. No.: \_\_\_\_\_ Bldg. #: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Owners Address: \_\_\_\_\_

Managing Agents( if different from above): \_\_\_\_\_

Tenants Name (s): \_\_\_\_\_  
( Tenant name is required before inspection can be conducted)

Contact Person in Charge: \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

Smoke Detectors: ( ) Yes # of units \_\_\_\_\_ Locations: \_\_\_\_\_

Carbon Monoxide Detectors: ( ) Yes Locations: \_\_\_\_\_

( ) I understand that working smoke detectors are required.

( ) I agree to advise the tenant that smoke detectors are required and must be operational at all times.

**An inspection is authorized in accordance with Section 22-346 of the South Brunswick Township Housing Code. If the dwelling unit was built prior to 1978 a lead safe paint certification may be required before unit may be rented. Corrections of any violations will be the owner's responsibility.**

Requested inspection date for the above address: \_\_\_\_\_

*Note: Checks/money orders must be payable to the Township of South Brunswick.*

For Office Use: \_\_\_\_\_

Initial Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

( ) Cash ( ) Check No. \_\_\_\_\_

Receipt# \_\_\_\_\_

ARTICLE VIII. - RESIDENTIAL RENTAL HOUSING CODE

Sec. 22-345. - General application and interpretation.

- (a) Purpose. The South Brunswick Residential Rental Housing Code is adopted to establish reasonable minimum standards governing residential rental dwelling units offered for rental; to authorize and mandate inspections of units for rent; to define responsibilities of owners, owners' agents, and occupants; and to fix penalties for violations of this article.
- (b) Application. This article shall apply to the repair, maintenance, occupancy and use of all residential rental dwelling units offered for rent in South Brunswick Township. It shall not supersede other codes and regulations of the township.
- (c) Interpretation.
  - (1) This article shall be liberally interpreted to secure the beneficial purposes hereof.
  - (2) Any conflict or inconsistency between the requirements of this article and applicable local, state and federal laws and regulations shall be resolved in favor of the more restrictive requirements.
  - (3) Whenever any standard or code is referred to in this article, the most recent edition of such shall be deemed to be incorporated herein by reference, notwithstanding the fact that such edition may have been published subsequent to enactment of this article in which the reference to such standard or code is contained.
  - (4) Notwithstanding the provisions of this article, the local enforcing agency, as the term is defined in N.J.A.C. 5:18-1.5, shall continue to enforce provisions of the Uniform Fire Safety Act, N.J.S.A. 52:27D-192 et seq. and the Uniform Fire Code, N.J.A.C. 5:18, applicable to hotels, motels and multiple dwellings. Rental inspection officers, as defined by this article, that are also licensed as fire inspectors, shall also act as agents of the local enforcing agency inspecting non-life-hazard uses and in those instances shall report to and come under the supervision and direction of the fire marshal for all non-life-hazard use inspections performed.
- (d) Administration. This article shall be administered by the rental inspection officer of the township, defined as any inspector appointed and/or retained by the township, on a full-time or part-time basis, either as a direct employee of the township or retained as an independent contractor, for the specific purpose of conducting inspections and enforcing the provisions of this article. Qualifications for this position shall be established and determined by the township manager.
- (e) Facilities covered. The provisions of this article shall cover all residential rental dwellings and dwelling units offered for rental, and shall extend to their appurtenant constructions, together with all surface and subsurface construction. Such facilities shall be individually and collectively referred to in this article as a "rental dwelling unit."
- (f) Code notification requirements.
  - (1) Every new tenant of a rental dwelling unit shall receive a copy of an introductory letter from the owner, agent and/or landlord, explaining the South Brunswick Residential Rental Housing Code and providing a copy thereof.
  - (2) Said tenant shall sign for receipt of the letter, acknowledging that it has received a copy of the South Brunswick Residential Rental Housing Code.

(Ord. No. 35-06, § I, 5-9-2006)

Sec. 22-346. - Inspections.

- (a) Inspections and standards. The rental inspection officer is authorized and empowered to inspect all rental dwelling units offered for rent to determine the condition thereof, and to order the repair or alteration of any deficiencies found by him or brought to his attention, in order to safeguard the health, safety and welfare of the occupants and the general public. Violations of this code shall be specified in writing and provide a timeframe for repair of same. The standards established by the New Jersey Housing Code (N.J.A.C. 5:28) shall apply. In addition to the standards set forth in the New Jersey Housing Code, the following shall apply:
- (1) Parking: Parking at all rental dwelling units shall be governed by the standards set forth in N.J.A.C. 5:21-4.14.
  - (2) Occupancy: Occupancy at all rental dwelling units shall be governed by the standards set forth in N.J.A.C. 5:10-22.3.
- (b) Right of entry.
- (1) The rental inspection officer is authorized and directed to inspect all rental dwelling units offered for rent to determine their condition in order to safeguard the health and safety of the occupants and the general public. The rental inspection officer is authorized to enter, examine and survey the premises on reasonable notice at all reasonable times for the purpose of making inspections. The owner, occupant or person in charge thereof shall give these officers free access to such dwellings on reasonable notice at all reasonable times for the purpose of such inspection, examination and survey.
  - (2) Every occupant of a rental dwelling unit shall give the owner or his agent access to any part of the dwelling, on reasonable notice at all reasonable times, for the purpose of making repairs or alterations necessary to comply with this article or with any lawful order issued pursuant to the provisions of this article or the Statutes of the State of New Jersey.
- (c) Required inspections.
- (1) Inspection: The owner, landlord and/or agent of every rental dwelling unit offered for rental shall be required to have an inspection of the facility done by the rental inspection officer prior to the rental thereof. The rental inspection officer shall inspect every rental dwelling unit prior to any occupancy or reoccupancy of the dwelling.
  - (2) Notice: Whenever any rental dwelling unit is scheduled for a change in occupancy, the then current owner shall provide written notice to the rental inspection officer that an inspection is needed at least 20 days prior to the scheduled change.
  - (3) Time for inspections: All inspections and reinspections shall take place within ten working days of the requested inspection. Inspection fees shall be paid prior to the inspection. No inspections or reinspections shall take place unless all fees are paid. Scheduled inspections or reinspections may be canceled by the township unless the completed application and required fees have been received by the township at least 24 hours prior to the scheduled inspection or on the last working day prior to the scheduled inspection. Every inspection where the landlord, tenant, owner or agent has failed to provide access for inspection shall be deemed a failed inspection.
  - (4) Fees for inspections: An \$80.00 fee shall be paid for each inspection, and a \$45.00 fee shall be paid for each reinspection, required and/or requested pursuant to this article. All fees are nonrefundable upon the applicant's failure to cancel the requested inspection at least 48 hours prior to a scheduled inspection. Residential units subject to the affordable housing regulations of the Township of South Brunswick are exempt from these fees.
- (d) Requested inspections. Any landlord, tenant, owner or agent may request general inspections of rental dwelling units, not generated by reports of specific violations, at any time. All inspections and/or reinspections shall be completed within 10 working days of the request for inspection. The landlord, tenant, owner or agent requesting the inspection shall be responsible for submitting an application and paying the required fee.

- (e) Certificate of compliance.
- (1) The rental inspection officer, upon satisfactory inspection of a dwelling unit and upon receipt of a completed radon test with concentrations of less than four pCi/l within the past five years, shall issue a certificate of compliance.
  - (2) Every rental dwelling unit shall be required to have a certificate of compliance issued prior to the reoccupancy of such unit. The landlord, owner or his agent shall apply for a new certificate, paying the required fee, on each occasion that the unit is to be rented to a new tenant.
  - (3) a. The rental inspection officer may, at his sole discretion, allow occupancy prior to the issuance of the certificate of compliance for the following reasons:
    1. Minor violations of a non-life safety or fire nature which shall be repaired within 30 days of occupancy.
    2. Absence of documentation required by this article of non-life or fire issues which shall be provided within 30 days of occupancy.b. Any owner, landlord or agent not providing any documentation required by the rental inspection officer within the time designated by the rental inspection officer, which shall not exceed 30 days, shall be subject to penalties.
  - (4) The rental inspection officer may waive the certificate of compliance required by this article under the following conditions:
    - a. Transfer of ownership between spouses.
    - b. Transfer of ownership between former spouses ordered as a result of a judicial decree of divorce, not including sales to third parties.
    - c. Transfer of ownership between family members as a result of inheritance or through an executor's deed.
    - d. Transfer of ownership through an order of the superior court.
    - e. A certificate of occupancy is required by South Brunswick Township prior to reoccupancy due to repair, renovation or alteration.

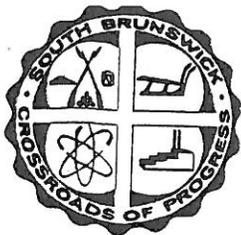
(Ord. No. 35-06, § I, 5-9-2006; Ord. No. 2007-27, § I, 5-8-2007; Ord. No. 2008-59, § I, 11-10-2008; Ord. No. 2011-30, § I, 8-23-2011; Ord. No. 2012-24, § I, 8-4-2012)

Sec. 22-347. - Penalties for violation.

Any persons found guilty in the municipal court for a violation of the provisions of this article shall be subject to the penalties in section 1-13. For a first offense, a fine of not less than \$1,000.00 shall be imposed. For a second offense, a fine of not less than \$1,250.00 shall be imposed. For a third and all subsequent offenses, the maximum fine of \$2,000.00 shall be imposed. These mandatory fines shall not prohibit the municipal court from imposing any other penalty authorized in the Township Code or by law.

(Ord. No. 35-06, § I, 5-9-2006)

Secs. 22-348—22-370. - Reserved.



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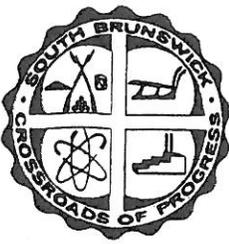
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The following is a list of some of the items that will be inspected by the Rental Housing Inspector. This is checklist that will aid you in the preparation for your inspection. This is not an inclusive list and some items may not pertain to your property.

1. Smoke detectors and CO detectors must be installed in approved locations and must be operational. The detectors must comply with the laws in effect at the time the property was constructed, i.e. battery operated detectors may not replace hard wired detectors.
2. Electric, Water and Gas utilities must be turned on.
3. Unit address numbers must clearly identifiable on the front of the unit.
4. All steps, porches, and sidewalks must be in good safe condition.
5. The exterior of the property must be free of overgrowth and maintained in good condition.
6. The interior of the unit must be clean and good condition.
7. The kitchen cabinets, counter and sink must be cleaned and in good condition.
8. The kitchen appliance must be clean and good working condition.
9. The bathrooms must be and free of mold.
10. The floor covering, i.e. carpet, tile and hardwood flooring must be clean and free of worn areas, cracks, rips or tears and secured throughout.
11. The heat and or A/C units must be operational.

Please direct and questions to Charles Lynch at 732-329-4000 extension 7217 or e-mail at [Clynch@sbtnj.net](mailto:Clynch@sbtnj.net)



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In regards to: South Brunswick Rental Housing Code Ordinance

To all this may concern,

South Brunswick Township has enacted into law an ordinance that mandates that all residential rental properties within the township shall be inspected prior to occupancy. A copy of the ordinance shall be given to each tenant upon occupancy of the rental.

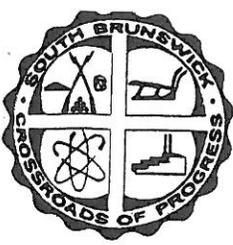
The inspection will be conducted by my office after a Certificate of Compliance application has been submitted and \$80.00 fee payable to the Township of South Brunswick applied to application. Affordable Housing inspections require no fees.

Upon completion of the inspection two (2) certificates of compliance shall be issued to the landlord or agent. One copy of the certificate will be given to the tenant prior to occupancy.

I have attached a copy of the ordinance, application, guidelines and landlord registration form for your review.

Please direct any questions on this correspondence to my attention at 732-329-4000 Ext. 7217 or e-mail me at [Clynch@sbtnj.net](mailto:Clynch@sbtnj.net) .

Charles J. Lynch, MDI # 3608  
South Brunswick Rental Officer



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## Guidelines for Rental Occupancy Certificate of Compliance

1. Request for inspection shall be made by the owner, landlord and/or agent on an application provided by the South Brunswick Rental Office, accompanied by a fee of \$80.00.
2. One application shall be completed for each dwelling unit and must be submitted to the South Brunswick Rental Office at least twenty (20) working days prior to the expected date of re-occupancy.
3. The South Brunswick Rental Inspection Officer will conduct an inspection within ten (10) working days of receipt of the application.
4. If substantial compliance with applicable codes, regulations, statues and other ordinances is found, then a Rental Certificate of Compliance will be issued immediately. Two copies of the Rental Occupancy Certificate of Compliance will be issued to the owner, landlord or his/her agent. One copy is to be given to the tenant and one shall be kept for the landlords records.
5. If, upon inspection a Certificate of Compliance is not issued, the unit may not be occupied until a re-inspection by the Rental Officer results in the issuance of a Certificate of Compliance. You may request the re-inspection in person, or mail or facsimile transmission, but all violations must be corrected prior to re-inspection. Telephone or e-mail requests shall not be accepted. There will be an additional charge for each re-inspection.
6. Failure to obtain an inspection prior to occupancy shall result in a penalty in the sum of \$500.00.

Items which would be considered substantial violations and would preclude issuance of a Certificate of Compliance, include, but are not limited to:

- A. Defects in a vital facility such as broken toilets, lack of hot or cold running water, lack of heat, lack of light, lack of proper ventilation or broken windows.
- B. Defects that present the hazard of fire, accidents or other calamities, dilapidation, disrepair, conditions that undermine structural integrity, or uncleanness so as to assist or cause the spread of disease or harbor insects, rodents or other vermin.
- C. Defects which would constitute a threat to life safety or welfare, or whose repair would be a major inconvenience to the tenant after re-occupancy.

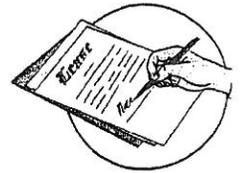
### Please Note:

- Applications may be obtained at the front desk of the South Brunswick Zoning/Planning Office
- All appointments shall be made through the South Brunswick Rental Officer only. No requests will be taken by the Code Enforcement Office staff.
- A completed copy of the landlord registration form shall be provided to the tenant(s) .

Additional information may be obtained from the South Brunswick Rental Officer Office at 732-329-4000 ext. 7217 or e mail at [Clynch@sbtnj.net](mailto:Clynch@sbtnj.net)



**New Jersey Department of Community Affairs  
Division of Codes and Standards  
Landlord-Tenant Information Service**



**REGULATIONS FOR THE LANDLORD IDENTITY  
REGISTRATION FORM**

**N.J.A.C. 5:29-1.1**

Printed June 2011

**5:29-1.1 Applicability**

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two – unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.
- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08625 (609) 633-6240 for registration applications for buildings with three or more dwelling units)**

**THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED. (DO NOT SEND THIS STATEMENT TO LANDLORD-TENANT INFORMATION SERVICE)**

**Similar forms may be obtained from private sources. You may obtain a copy of the form by faxing your request to (609) 609-292-2839 or by writing to:**

New Jersey Department of Community Affairs  
Division of Codes and Standards  
Bureau of Homeowner Protection  
Landlord-Tenant Information Service  
P.O. Box 805  
Trenton, New Jersey 08625-0805

**LANDLORD IDENTITY REGISTRATION STATEMENT**  
**ONE AND TWO-UNIT DWELLING REGISTRATION FORM**

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one and two unit dwellings shall be substantially as follows:

(1) Property Address:

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(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

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(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

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Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

The addresses of all record owners in the county in which the dwelling is located:

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(5) The name and address of the managing agent is as follows:

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There is no managing agent.

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

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There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

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(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

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There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

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The building is not heated by fuel oil

The building is heated by fuel oil, but the landlord does not furnish heat.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord or Authorized Representative

**SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY**